



CITY OF WARWICK
PURCHASING DIVISION
3275 POST ROAD
WARWICK, RHODE ISLAND 02886
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SCOTT AVEDISIAN
MAYOR

JAMES F. MARCELLO
PURCHASING AGENT

The following notice is to appear on the City of Warwick's website Wednesday, September 28, 2011. The website address is <http://www.warwickri.gov/bids>.

CITY OF WARWICK
BIDS REQUESTED FOR

Bid #2012-132 Maintenance & Service Contract
for Fire Department Generators (Re-Bid)

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Wednesday, September 28, 2011.

Sealed bids will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 10:00 AM, Friday, October 7, 2011. The bids will be opened publicly commencing 10:00 AM, on the same day in the Lower Level Conference Room, Warwick City Hall.

Awards shall be made on the basis of the lowest evaluated or responsive bid price. Please note that no bids can be accepted via email or fax.

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2000, Ext. 6241 or TDD at 401-739-9150 at least 48 hours in advance of the bid opening date.

Original Signature on File

James F. Marcello
Purchasing Agent

**CITY OF WARWICK
NOTICE TO BIDDERS**

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for Fire Department Generators (Re-Bid)**

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The opening of bids shall be in the order established by the posted agenda and the agenda shall continue uninterrupted until completion.

Once an item has been reached and any bids on that item has been opened, no other bids on that item will be accepted and any such bid shall be deemed late.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of noncompliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a bid thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the City, that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for bids, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All bids should be submitted with one (1) original and one (1) copy in a sealed envelope. The exterior of the envelope shall be plainly marked to include: *YOUR COMPANY NAME* and "Bid #2012-132 Maintenance & Service Contract for Fire Department Generators (Re-Bid)". Bids received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified. No bids shall be accepted via facsimile or email.

Should you have any questions, please contact Chief Armstrong, Warwick Fire Department, 111 Veterans Memorial Dr., Warwick, RI at 401-468-4044.

All bids should be written in ink or typed. If there is a correction with whiteout, the bidder must initial the change.

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it is opened.

Any deviation from the specifications must be noted in writing and attached as part of the bid. The Bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from specifications.

The contractor must carry sufficient liability insurance and agree to indemnify the city against all claims of any nature, which might arise as a result of his operations or conduct of work.

The successful bidder must provide the City of Warwick with an original certificate of insurance in a minimum amount of \$1 million. Faxes are not acceptable. The certificate of insurance must name the City of Warwick as the additional insured and so stated on the certificate with the bid name and bid number. It is the vendor's responsibility to provide the City of Warwick with an updated certificate of insurance upon expiration of the original certificate.

The successful bidder must furnish a performance bond in the amount of \$3,000.00.

The successful bidder will provide said insurance/bond within ten (10) calendar days after notification of award or the City reserves the right to rescind said award.

Failure to provide adequate insurance coverage within the specified duration of time as set forth is a material breach of contract and grounds for termination of the contract.

If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your bid to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

The IRS Form W-9 attached must be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.

Prices to be held firm for two (2) years from date of award. Term contracts may be extended for one (1) additional term upon mutual agreement unless otherwise stated.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The successful bidder must comply with all Rhode Island Laws, applicable to public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws.

The Purchasing Agent reserves the right to reject any and all bids, to waive any minor deviations or informalities in the bids received, and to accept the bid deemed most favorable to the interest of the City.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City shall incur no liability for materials or services not yet ordered if it terminates in the best interests of the City. If the City terminates in the interests of the City after an order for materials or services have been placed, the contractor shall be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit shall be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this Solicitation, which may be required or requested by the City of Warwick shall be the sole responsibility of and shall be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and the respondents bid or response and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick shall be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

Any quantity reference in the bid specifications are estimates only, and do not represent a commitment on the part of the City of Warwick to any level of billing activity. It is understood and agreed that the agreement shall cover the actual quantities ordered during the contract period.

The City reserves the right to rescind award for non-compliance to bid specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.

**The City of Warwick Fire Department is seeking bids for a
Maintenance and Service Contract for Fire Department Generators**

Scope

It is the intention of the Warwick Fire Department to purchase a two-year service contract. The successful bidder agrees to provide two preventative maintenance service calls per year (May and November) on all Fire Department generators and all associated transfer switches. The successful bidder must have an established emergency telephone number with twenty-four service and must be able to respond within two hours from time of notification.

Bidder must have the ability to specifications for the purchase and installation of new generators for the fire department.

The City of Warwick reserves the right to increase or decrease quantities, in the best interest of the city.

Please include a list of clients that you presently have service contracts with.

The Warwick Fire Department presently has sixteen generators.

Warranties:

Please include any warranties on parts and labor with the bid

Hourly Rates:

Please include with the bid your business hours, hourly rates during normal business hours and overtime hourly rate.

Preventative Maintenance Schedule

- 1) Replace lubrication oil and legally dispose of waste oil
- 2) Replace Lubrication Oil Filter
- 3) Replace Fuel Filters
- 4) Replace Coolant Filters
- 5) Service/Clean air filters as required
- 6) Perform air inlet restriction test (Diesel Units)
- 7) Check Coolant Level, condition of coolant, protection rating and perform all pressure test
- 8) Inspect/Adjust all hoses, belts and linkages
- 9) Inspect the injection system and fuel lines (Diesel)
- 10) Inspect complete ignition system, check timing, replace points, condenser and spark plugs (Gas/LP)
- 11) Check engine heater operation
- 12) Inspect fuel supply system including piping, solenoid valve and transfer tank, where applicable
- 13) Inspect exhaust system and drain condensation, if system has a drain provision
- 14) Check battery charger operation and charging rate
- 15) Check battery electrolyte level and specific gravity, clean terminals as needed, spray terminals with corrosion proof solvents
- 16) Check all engine and generator shutdowns and alarm systems
- 17) Adjust output voltage and frequency, as required
- 18) Confirm proper operation of all engine gauges and AC metering
- 19) Check operation of all transfer switches and confirm proper operation of all timers and accessories

- 20) Inspect transfer switches main contacts
- 21) Operate the generator under a load for the time required to evaluate the operation of the system
- 22) Bidder will be required to instruct fire department personnel on the operation and the normal inspections that need to be done on the generator. An annual on-site training session will be held at each fire station with an outline on proper maintenance and operations of the generators with the Warwick Fire Departments training office.
- 23) A report of every service visit will be signed by the personnel of that station and a maintenance log will be maintained with the generator

The successful bidder will test samples of the engine oil during the major preventative maintenance service visit with the reports of the results submitted to the Warwick Fire Department headquarters. All preventative maintenance inspections and service will be done during normal business hours unless authorized by the Warwick Fire Department

All generators are to be serviced in place. Should the Warwick Fire Department replace any of the current generators, it will be the responsibility of the successful bidder to service the generator(s), regardless of the make or model, at no additional charge to the City of Warwick.

Generators for Warwick Fire Department

<u>Station</u>	<u>Address</u>	<u>Make</u>	<u>Model</u>
<u>One</u> Ladder 1 (On Vehicle)	111 Veterans Memorial Dr.	Catepillar Olympian Westerbeke	D200P3 Station 74618D808
<u>Two</u> Ladder 2 (On Vehicle)	771 Post Rd.	Generac Onan	97A07751-S BD-JBFJ306321
<u>Three</u> Engine 3 (On Vehicle)	2353 West Shore Rd.	Onan Honda	150RJC-3CR12AB EM3500 SX
<u>Four</u> E4 (On Vehicle) Ladder 3 (On Vehicle)	1501 West Shore Rd.	Generac Honda Westerbeke	97A07751-S EM3500 SX 22-627515720510
<u>Five</u> (Service Contract)	450 Cowesett Rd.	Cumming Onan Genset	401-946-2000 No Model #
<u>Six</u> Engine 6	456 West Shore Rd.	Catepillar 1 Portable	D30-6S No Model #
<u>Eight</u> SH1 (On Vehicle) SH2 (On Vehicle)	1651 Post Rd.	Catepillar Olympian Onan Lima	G60F1 40YDCR 28051209
<u>Nine</u>	314 Commonwealth Ave.	Generac	GTS System
<u>Fire Alarm</u>	915 Sandy Lane	Unknown Model	

CITY OF WARWICK
BID AND CONTRACT FORM

Bid #2012-132 Maintenance & Service for Fire Department Generators (Re-Bid)

I. BID:

WHEREAS, the CITY OF WARWICK has duly asked for bids for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the bid price below;

This offer shall remain open and irrevocable until the CITY OF WARWICK has accepted this bid or another bid on the specifications or abandoned the project.

The bidder agrees that acceptance below by the CITY OF WARWICK shall transform the bid into a contract. This bid and contract shall be secured by Bonds, if required by the specifications.

Item #	Description	Bid
I	Maintenance Service (May & November)	
a	1 st Year	\$
b	2 nd Year	\$
c	Total Both Years	\$
II	Normal Business Hour Rate	
a	1 st Year	\$ /hour
b	2 nd Year	\$ /hour
III	Weekend/Holiday Hourly Rate	
a	1 st Year	\$ /hour
b	2 nd Year	\$ /hour
IV	Parts Cost % off List Price	
a	1 st Year	% off
b	2 nd Year	% off
	Vendor's Normal Business Hours	

The City of Warwick reserves the right to request from the successful bidder, copies of Vendor's invoices for parts being billed to the City

PLEASE SUBMIT THIS PAGE WITH YOUR BID

Acknowledgement of Addendum (if applicable)

Addendum Number

Signature of Bidder

COMPANY NAME: _____

COMPANY ADDRESS: _____

BIDDER'S SIGNATURE: _____

BIDDER'S NAME (PRINT): _____

TITLE: _____ TEL. NO.: _____

EMAIL ADDRESS: _____ *

CONTRACT COMPLETION DATE:

(In terms of calendar days after award of bid): ____

*Please include your email address. Future bids will be emailed, unless otherwise noted.

II. AWARD AND CONTRACT:

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor (delete if inapplicable), accepts the above bid and hereby enters into a contract with the above party to pay the bid price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: _____

BID #2012-132

PURCHASING AGENT

CITY OF WARWICK
BIDDING PROCEDURES

TITLE OF SPECIFICATION: Bid #2012-132 Maintenance & Service Contract
for Fire Department Generators (Re-Bid)

Kindly acknowledge receipt of bid specifications by completing this form and returning it to the Warwick Purchasing Division, 3275 Post Rd., Warwick, RI 02886.

1. Did the specifications appear to be:
Too restrictive? Yes ____ No ____
Too loosely structured? Yes ____ No ____
Explain: _____
2. Was sufficient time allowed to respond
to these specifications? Yes ____ No ____
3. Did any of the following prevent you
from bidding?
Bid surety? Yes ____ No ____
Performance and Payment Bond? Yes ____ No ____
Department of Labor Requirements?
(such as prevailing wages & benefits) Yes ____ No ____
Insurance requirements? Yes ____ No ____
4. Was your preference not to bid because
of the payment schedule of the City of
Warwick? Yes ____ No ____
5. Did your work schedule prevent you from
bidding? Yes ____ No ____
6. *Do you wish to remain on a bidder's list?* **Yes** ____ **No** ____

COMMENTS OR ADDITIONAL EXPLANATIONS TO THE ABOVE QUESTIONS:

Your response to this survey will allow the Warwick Purchasing Division to evaluate bidding procedures and make necessary revisions to assist the majority of bidders.

Thank you for your participation.

COMPANY NAME: _____ BIDDER'S NAME: _____

ADDRESS: _____

ADDRESS: _____

EMAIL ADDRESS: _____

TELE. #: _____ DATE: _____